

# GAP TUITION PROGRAM FISCAL YEAR 2014 REPORT



**Community Colleges**

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## About the Report

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The Department of Education, Division of Community Colleges prepared this report per the requirements in Iowa Code section 260I for the statewide GAP Tuition Program. This report was coordinated by the Department with the assistance of Iowa's fifteen community colleges

## Acknowledgements

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The staff and administration of the Division of Community Colleges wish to acknowledge and thank the fifteen community college presidents and their staff for their assistance in developing this report. The figures noted in this report were obtained from each of Iowa's fifteen community colleges.

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## Introduction

The Gap Tuition program was established to provide funding to community colleges for need-based tuition assistance to applicants for completion of continuing education certificate training programs for in-demand occupations.

One aspect of eligibility for tuition assistance under this program shall be based on financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the following:

- The applicant's family income for the twelve months prior to the date of application;
- The applicant's family size;
- The applicant's county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for tuition assistance:

- The ability to complete an eligible certificate program;
- The ability to enter a postsecondary certificate, diploma, or degree program for credit;
- The ability to gain full-time employment;
- The ability to maintain full-time employment over time.

Applicants for the program can be found eligible for partial or total tuition assistance. Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance under this program for more than one eligible certificate program. Individuals earning incomes at or below two hundred fifty percent (250%) of the federal poverty level as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services shall be eligible to receive assistance under the Gap Tuition Assistance Program (Note: poverty level benchmark increased from 200 percent to 250 percent in fiscal year 2014 (FY14)).

### Eligible Costs

Costs eligible for coverage under the Gap Tuition program shall include, but are not limited to, the following:

- Tuition;
- Direct training costs;
- Required books and equipment;
- Fees including but not limited to industry testing services and background check testing services;
- Program staffing (allowable expense as of fiscal year 2014 (FY14)).

Staffing and support costs are capped at 20 percent of allocated funds for the two smallest community colleges, 10 percent for the two largest community colleges, and 15 percent for the remaining community colleges.

### Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma, or degree for credit, and does any of the following:
  - Offers a state, national, or locally recognized certificate;
  - Offers preparation for a professional examination or licensure;
  - Provides endorsement for an existing credential or license;
  - Represents recognized skill standards defined by an industrial sector;
  - Offers a similar credential or training.
2. The program offers training or a credential in an in-demand occupation. In-demand occupations includes the following industries:
  - Information technology;
  - Healthcare;
  - Advanced manufacturing;
  - Transportation and logistics.
3. The program may offer training in any other industry designated as in-demand by a regional advisory board.

A complete list of approved programs can be found on the Iowa Department of Education [website](http://www.educateiowa.gov/community-colleges) ([www.educateiowa.gov/community-colleges](http://www.educateiowa.gov/community-colleges)).

### Process

An applicant for tuition assistance under the Gap Tuition program is required to complete an initial assessment administered by the community college receiving the application to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a member of the staff from the eligible certificate program offered by the community college. The staff member will discuss the relevant industry, any applicable occupational research, and any applicable training related to the eligible certificate program with the applicant. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work

history, educational background, attitude and motivation, employment skills, vocational potential, and employment barriers. The discussion will also include potential start dates, support needs, and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives tuition assistance will be required to do all of the following:

- Maintain regular contact with staff members from the certificate program to document the applicant's progress in the program;
- Sign a release form to provide relevant information to community college faculty or case managers;
- Discuss with staff members from the certificate program any issues that may impact the participant's ability to complete the certificate program, obtain employment, and maintain employment over time;
- Attend all required courses regularly;
- Meet with staff members from the certificate program to develop a job search plan.

## Changes in Reporting

Between fiscal year 2013 (FY13) and FY14, the division revised the forms used by the community colleges to report various metrics for the Gap Tuition program. As a result, some metrics reported in the *Gap Tuition Program Fiscal Year 2013 Report* may not be reported in or comparable to metrics reported in the current year's report. For example, the division removed reporting fields related to the number of individuals referred to the Gap Tuition program. In lieu, the division now asks colleges to report on the number of individuals who complete an application to be considered for tuition assistance under the Gap Tuition program. Additionally, the division began asking colleges for metrics regarding the number of completed applications, the amount spent on staff support and services, and the number of third party credentials received by completers.

## Analysis

Colleges continued to make significant progress in the implementation of their Gap Tuition programs in FY14. In FY14, the community colleges received a state appropriation of \$2,000,000 to implement the Gap Tuition program.

Accounting for the \$1,021,256 of funding appropriated in FY13 carried forward into FY14, colleges had a total of \$3,021,253 to spend over the past year. Of the over \$3 million in total available funds, colleges spent a total of \$2,159,831 on tuition and books, equipment, fees and

testing, and program staff. That colleges spent \$159,831 more than the FY14 state appropriate means colleges began to spend down FY13 carry forward funds and indicates an overall uptick in program activity. A total of \$861,425 will be carried forward into fiscal year 2015 (FY15). It should be noted that a portion of the funds carried forward into FY15 are already apportioned to active students who are currently participating in or waiting to participate in an approved training program.

Breaking down the expenditures from FY14, \$1,890,835 was spent on tuition and required books for approved participants, \$35,075 was spent on equipment, and \$73,856 was spent on fees, assessments and testing. In addition, \$160,065 was spent on staff support and services - an allowable expense as of FY14.

In FY14, 3,279 individuals completed an application to be considered for tuition assistance under the Gap Tuition program. Of these applicants, 1,631 were approved and accepted into the program. At the time of reporting, 998 individuals had completed the training program in which they enrolled; 167 had failed to complete their training. The remaining 466 approved individuals were either actively participating or waiting to participate in the Gap Tuition program. The statewide completion rate for FY14 was 85.67 percent, slightly higher than the statewide completion rate of 84.11 percent in FY13.

Colleges are required to collect rudimentary employment statistics on program completers. In FY14, 467 individuals found new employment after completing their training; 139 individuals retained employment. Thirty-one (31) individuals continued onto further full-time education upon completion of their training program. At the time of reporting, 291 completers were looking for employment. The overall employment rate among completers in FY14 was 67.56 percent, noticeably higher than the FY13 employment rate of 63.32 percent. In addition, 52.06 percent of completers reported gaining new employment upon completion of their training program. This is a significant increase from the FY13 new employment rate of 43.22 percent.

There are currently 191 approved certificate programs eligible for this program across the state. Certified Nursing Assistant (C.N.A.) programs were the most utilized with over 376 participants. Commercial drivers license (CDL)/Transportation were the next most utilized with 280 participants, and welding was third most with 197 participants.

Table 1. Gap Program Summary for All Community Colleges

Fiscal Year Budget					
Carry Forward from Prior FY	\$1,021,256				
Current Year Allocation	\$2,000,000				
Total Available for this FY	\$3,021,256				
Line Item	Expenses per Quarter				YTD Expend.
	Q1	Q2	Q3	Q4	
<i>Direct Costs:</i>					
Tuition & Books	\$375,823	\$322,964	\$695,651	\$496,397	\$1,890,835
Equipment	\$3,663	\$10,273	\$12,613	\$8,526	\$35,075
Fees/Assessment/Testing	\$10,819	\$14,326	\$26,676	\$22,035	\$73,856
Subtotal	\$390,305	\$347,563	\$734,940	\$526,958	\$1,999,766
<i>Other Costs:</i>					
Staff Support/Services	\$38,923	\$34,253	\$31,844	\$55,046	\$160,065
Total:	\$429,228	\$381,816	\$766,784	\$582,004	\$2,159,831
				Carry Forward to Next FY:	\$861,425
Training Status	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	738	662	966	913	3,279
Number of Approved Participants:	364	327	517	423	1,631
Status of Approved Participants:					
Participating of Waiting to Participate:*	309	254	485	396	—
Completed Training:*	143	249	241	365	998
Did Not Complete Training:*	25	39	45	58	167
Completion Rate:	85.12%	86.46%	84.27%	87.53%	85.67%
Number of Third Party Credentials Received:					500
Employment Status					
New Employment	79	104	130	154	467
Retained Employment	17	41	44	37	139
Deceased	0	0	0	1	1
Continue Further Full-Time Education	7	7	8	9	31
Looking for Work/Unemployed	24	83	35	144	291
No Response/Unable to Contact	11	14	24	20	69
Overall Employment Rate of Respondents**	76.80%	63.60%	83.25%	57.01%	67.56%
Overall New Employment Rate of Respondents**	63.20%	45.61%	62.20%	45.97%	52.06%

\* Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap tuition program from the previous fiscal year may be carried forward into current fiscal year totals."

\*\* Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table. (see [page 12](#) for employment rate formula).

Table 2a. Gap Program Summary by College, FY2014

College	Fiscal Year Allocation	Available Funds	Total Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$99,614.00	\$99,614.00	\$99,614.00	131	80
North Iowa Area	\$103,700.00	\$204,828.00	\$96,692.50	79	50
Iowa Lakes	\$95,601.00	\$187,311.00	\$21,788.50	57	48
Northwest Iowa	\$46,966.00	\$54,199.00	\$10,583.20	2	2
Iowa Central	\$111,174.00	\$221,149.00	\$167,973.06	132	129
Iowa Valley	\$91,494.00	\$126,540.00	\$76,473.82	184	135
Hawkeye	\$137,538.00	\$221,139.90	\$150,053.73	186	78
Eastern Iowa	\$172,123.00	\$210,351.87	\$190,603.27	372	143
Kirkwood	\$308,971.00	\$409,124.58	\$367,511.19	291	215
Des Moines Area	\$318,529.00	\$471,016.25	\$461,922.15	1,399	437
Western Iowa Tech	\$112,401.00	\$112,793.06	\$112,386.71	83	52
Iowa Western	\$117,880.00	\$215,207.80	\$158,904.57	149	120
Southwestern	\$47,781.00	\$93,552.50	\$21,116.20	76	20
Indian Hills	\$149,784.00	\$294,867.79	\$126,737.68	98	82
Southeastern	\$86,444.00	\$99,560.00	\$97,469.11	40	40
<b>Total</b>	<b>\$2,000,000</b>	<b>\$3,021,254.75</b>	<b>\$2,159,829.69</b>	<b>3,279</b>	<b>1,631</b>

Table 2b. Gap Program Summary by College, FY2013\*

College	Fiscal Year Allocation	Available Funds	Total Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$99,875.00	\$99,875.00	\$99,875.00	—	82
North Iowa Area	\$105,623.00	\$105,623.00	\$4,495.00	—	1
Iowa Lakes	\$97,276.00	\$97,276.00	\$5,565.75	—	12
Northwest Iowa	\$47,778.00	\$47,778.00	\$40,545.00	—	8
Iowa Central	\$109,975.00	\$109,975.00	\$0.00	—	0
Iowa Valley	\$93,052.00	\$93,052.00	\$58,005.37	—	45
Hawkeye	\$139,022.00	\$139,022.00	\$55,420.10	—	42
Eastern Iowa	\$173,124.00	\$173,124.00	\$134,895.13	—	113
Kirkwood	\$305,949.00	\$305,949.00	\$205,795.42	—	167
Des Moines Area	\$309,637.00	\$309,637.00	\$157,149.75	—	309
Western Iowa Tech	\$113,363.00	\$113,363.00	\$112,970.94	—	55
Iowa Western	\$117,196.00	\$117,196.00	\$19,868.20	—	20
Southwestern	\$48,537.00	\$48,537.00	\$2,765.50	—	7
Indian Hills	\$152,082.00	\$152,082.00	\$6,998.21	—	11
Southeastern	\$87,511.00	\$87,511.00	\$74,395.00	—	26
<b>Total</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$978,744.37</b>	<b>—</b>	<b>898</b>

\* Some fiscal information was revised by the college and may be different from FY13 Gap tuition report.

**Table 3a. Gap Program Expenditures by College, FY2014**

College	Tuition & Books	Equipment	Fees, Assessment, & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$99,614.00	\$0.00	\$0.00	\$0.00	\$99,614.00
North Iowa Area	\$81,087.50	\$0.00	\$0.00	\$15,605.00	\$96,692.50
Iowa Lakes	\$21,788.50	\$0.00	\$0.00	\$0.00	\$21,788.50
Northwest Iowa	\$1,190.00	\$0.00	\$0.00	\$9,393.20	\$10,583.20
Iowa Central	\$118,715.81	\$40.00	\$16,045.00	\$33,172.25	\$167,973.06
Iowa Valley	\$73,367.38	\$80.44	\$3,026.00	\$0.00	\$76,473.82
Hawkeye	\$139,006.46	\$5,293.13	\$5,754.14	\$0.00	\$150,053.73
Eastern Iowa	\$162,198.44	\$3,781.45	\$6,145.00	\$18,478.38	\$190,603.27
Kirkwood	\$327,414.50	\$5,337.96	\$6,780.00	\$27,978.73	\$367,511.19
Des Moines Area	\$426,058.97	\$0.00	\$12,284.68	\$23,578.50	\$461,922.15
Western Iowa Tech	\$105,569.00	\$598.99	\$6,218.72	\$0.00	\$112,386.71
Iowa Western	\$122,257.95	\$6,112.56	\$15,825.00	\$14,709.06	\$158,904.57
Southwestern	\$9,433.00	\$350.00	\$1,777.00	\$9,556.20	\$21,116.20
Indian Hills	\$113,256.90	\$13,480.78	\$0.00	\$0.00	\$126,737.68
Southeastern	\$89,875.00	\$0.00	\$0.00	\$7,594.11	\$97,469.11
<b>Total</b>	<b>\$1,890,833.41</b>	<b>\$35,075.31</b>	<b>\$73,855.54</b>	<b>\$160,065.43</b>	<b>\$2,159,829.69</b>

**Table 3b. Gap Program Expenditures by College, FY2013\***

College	Tuition & Books	Equipment	Fees, Assessment, & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$99,875.00	\$0.00	\$0.00	—	\$99,875.00
North Iowa Area	\$4,495.00	\$0.00	\$0.00	—	\$4,495.00
Iowa Lakes	\$5,565.75	\$0.00	\$0.00	—	\$5,565.75
Northwest Iowa	\$39,960.00	\$0.00	\$585.00	—	\$40,545.00
Iowa Central	\$0.00	\$0.00	\$0.00	—	\$0.00
Iowa Valley	\$58,005.37	\$0.00	\$0.00	—	\$58,005.37
Hawkeye	\$46,310.00	\$3,445.10	\$5,665.00	—	\$55,420.10
Eastern Iowa	\$124,755.13	\$3,645.00	\$6,495.00	—	\$134,895.13
Kirkwood	\$197,083.25	\$2,809.12	\$5,903.05	—	\$205,795.42
Des Moines Area	\$153,339.75	\$0.00	\$3,810.00	—	\$157,149.75
Western Iowa Tech	\$105,945.00	\$424.74	\$6,601.20	—	\$112,970.94
Iowa Western	\$18,325.00	\$1,128.20	\$415.00	—	\$19,868.20
Southwestern	\$2,759.50	\$0.00	\$6.00	—	\$2,764.50
Indian Hills	\$0.00	\$6,998.21	\$0.00	—	\$6,998.21
Southeastern	\$74,395.00	\$0.00	\$0.00	—	\$74,395.00
<b>Total</b>	<b>\$930,813.75</b>	<b>\$18,450.37</b>	<b>\$29,480.25</b>	<b>—</b>	<b>\$978,744.37</b>

\* Some fiscal information was revised by the college and may be different from FY13 Gap tuition report.



Table 4a. Gap Program Completer Summary by College, FY2014

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
Northeast Iowa	70	14	83.33%	13
North Iowa Area	30	5	85.71%	35
Iowa Lakes	33	6	84.62%	0
Northwest Iowa	2	0	100.00%	2
Iowa Central	28	25	52.83%	22
Iowa Valley	69	11	86.25%	16
Hawkeye	48	14	77.42%	66
Eastern Iowa	119	10	92.25%	54
Kirkwood	118	31	79.19%	151
Des Moines Area	266	24	91.72%	36
Western Iowa Tech	37	4	90.24%	35
Iowa Western	85	19	81.73%	54
Southwestern	17	1	94.44%	16
Indian Hills	32	2	94.12%	0
Southeastern	38	2	95.00%	0
<b>Total</b>	<b>998</b>	<b>167</b>	<b>85.67%</b>	<b>500</b>

Table 4b. Gap Program Completer Summary by College, FY2013

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
Northeast Iowa	59	3	95.16%	—
North Iowa Area	1	0	100.00%	—
Iowa Lakes	4	3	57.14%	—
Northwest Iowa	8	0	100.00%	—
Iowa Central	0	0	0.00%	—
Iowa Valley	34	3	92.00%	—
Hawkeye	17	11	60.71%	—
Eastern Iowa	80	3	96.00%	—
Kirkwood	69	35	66.35%	—
Des Moines Area	68	11	86.00%	—
Western Iowa Tech	37	4	90.20%	—
Iowa Western	6	0	100.00%	—
Southwestern	3	0	100.00%	—
Indian Hills	8	1	88.89%	—
Southeastern	17	2	82.00%	—
<b>Total</b>	<b>411</b>	<b>76</b>	<b>84.39%</b>	<b>—</b>

Table 5. Number Enrolled by Certificate Program

Certificate Program	NICC	NIACC	ILCC	NCC	ICCC	IVCCD	HCC	EICCD
Activity Coordinator			2					
Business Admin. Support					8			
Avionic Electrician Tech.								
Biofuels Technician								
Boiler Technician								
Building Maintenance								
Business Computing*		1						
Call Center Support								
CDL/Transportation	6	32	11		37	2	31	2
Certified Nursing Aide*	4	3	28	2		47	13	64
CNC	13							4
Computer Systems*	5							
Culinary								
Diesel Locomotive Tech.								
EMT/Paramedic			4			3		4
Industrial Maintenance					19		5	
Logistics/Supply Chain								5
Manufacturing	1							4
Medical*			2					4
Pharmacy Tech	6					3		18
Phlebotomy						10		24
Private Pilot								
Production Maintenance	7							
Sterile Processing Tech,								
Web/Graphic Design*								
Welding*	38	14	1		44	4	29	14
<i>Total</i>	<i>80</i>	<i>50</i>	<i>48</i>	<i>2</i>	<i>108</i>	<i>69</i>	<i>78</i>	<i>143</i>

\* Multiple certificate categories included in total

*Cont'd* Table 5. Number Enrolled by Certificate Program

Certificate Program	KCC	DMACC	WITCC	IWCC	SWCC	IHCC	SCC	Total
Activity Coordinator						1		3
Business Admin. Support	9	18		8				43
Avionic Electrician Tech.						2		2
Biofuels Technician						1		1
Boiler Technician			1					1
Building Maintenance		27						27
Business Computing*	20			1				22
Call Center Support	12	9						21
CDL/Transportation	38	49	32		2	25	15	280
Certified Nursing Aide*	63	72	7	54	10	12		376
CNC	16							33
Computer Systems*								5
Culinary	2							2
Diesel Locomotive Tech.						4		4
EMT/Paramedic				8	4	3		25
Industrial Maintenance	1						15	40
Logistics/Supply Chain	1							6
Manufacturing								5
Medical*		42		20				69
Pharmacy Tech			3	11				41
Phlebotomy	11	1		6		2	10	64
Private Pilot						14		14
Production Maintenance	10							17
Sterile Processing Tech,		7						7
Web/Graphic Design*	5							5
Welding*	8	32		12	2			197
Total	196	257	43	120	18	64	40	1316

\* Multiple certificate categories included in total

Table 6. Gap Participant Employment Summary by College

	New Employment	Retained Employment	Deceased	Continue Education	Unemployed/ Looking	Unable to Contact	Overall Employment % *	New Employment % *
Northeast	48	6	0	3	0	13	100.00%	88.89%
North Iowa Area	16	7	0	0	5	2	82.14%	57.14%
Iowa Lakes	15	12	0	6	0	0	100.00%	55.56%
Northwest	1	1	0	0	0	0	100.00%	50.00%
Iowa Central	28	0	0	0	0	0	100.00%	100.00%
Iowa Valley	19	27	1	3	11	8	80.70%	33.33%
Hawkeye	34	3	0	0	8	3	82.22%	75.56%
Eastern Iowa	40	45	0	1	28	5	75.22%	35.40%
Kirkwood	68	19	0	1	29	1	75.00%	58.62%
Des Moines Area	104	0	0	1	161	0	39.25%	39.25%
Western Iowa Tech	25	4	0	1	5	2	85.29%	73.53%
Iowa Western	38	8	0	11	21	7	68.66%	56.72%
Southwestern	7	4	0	0	3	3	78.57%	50.00%
Indian Hills	7	1	0	4	0	20	100.00%	87.50%
Southeastern	17	2	0	0	14	5	57.58%	51.52%
<b>Total</b>	<b>467</b>	<b>139</b>	<b>1</b>	<b>31</b>	<b>291</b>	<b>69</b>	<b>67.56%</b>	<b>52.06%</b>

\* Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table.

$$\text{Overall Employment Rate} = \frac{\text{New Employment} + \text{Retained Employment}}{\text{Program Completers} - (\text{Deceased} + \text{Continue Education} + \text{Unable to Contact})}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{\text{Program Completers} - (\text{Deceased} + \text{Continue Education} + \text{Unable to Contact})}$$

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# Community Colleges

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